RESUMES

RESUMES ARE:	RESUMES ARE NOT:
- A presentation of your skills and achievements to document your strengths and abilities to an employer - Your experiences highlighted and organized to support your capabilities for the position - Skimmed by the reader to match the organization's needs - usually read in 30 seconds or less upon first review - Diverse formats – there is no single way to create a resume - Written with phrases or bullet points, not full sentences - Presented in a clear, clean, and professional document error-free - Printed on quality paper when appropriate, or submitted electronically as PDF	- Not all resumes look the same. You may need different resume formats for different purposes. E.g. chronological resume, functional/skills resume, or a combination/hybrid. - Not always one page. As you gain experience and work history a two-page resume is expected to adequately describe your marketable skills and experience. - Not too wordy. Use action verbs and short phrasing to describe your responsibilities,

TYPES OF RESUMES:		
A **Functional or Skills Resume** emphasizes your skills and life experience rather than your employment history and/or education. It is typically used by individuals seeking to change careers, those who have gaps in employment history, or anyone with work history or education that may not be directly related to the vacant position.	The **Chronological Resume** usually presents a reverse chronological listing (beginning with most recent employer) of your employment history, related accomplishments, and education. It may also contain an optional objective statement.	The **Combination Resume, or Hybrid,** is a combination of the chronological & functional resume formats. The combination format includes employment history as well as showcases your skills and select accomplishments, trainings, and/or certificates. The hybrid resume is often considered to be the most marketable format across career fields.

RESUME COMPONENTS:	RESUME CHECKLIST:
Heading: Your name, address, telephone, appropriate and professional email address. **Objective**: Focus of your resume, the field in which you want to work. Optional. **Education**: degrees (where, when, or anticipated graduation date). May also include certifications, GPA, honors, study abroad, languages spoken. **Experience/Work History**: your job title, employer, dates, and responsibilities - be specific. Remember to include paid and unpaid work, part-time and fulltime work, and internships. Organize your experience in support of your goal, in order of importance to your goal. **Activities**: demonstrate your leadership, organization, teamwork, and interpersonal skills by citing extracurricular activities, community activities and volunteer work. **Other**: list if you are willing to relocate; **References**: A reference page is separate but should have the same heading as your resume. Make sure you have current & accurate contact details for each reference and their permission.	- Is your resume error-free and easy to read? e.g. consistency of verb tenses, headings, font size… - Is your resume supportive of a 30 second scanning? - Does the content of your resume match the qualifications of the position for which you are applying? - Have you presented all your notable accomplishments and achievements? e.g. academic honors, extra-curricular activities, volunteerism, trainings, certifications… - Have you asked someone else to review it? - Would you hire someone based on your own resume? - Have you given your references a head's up that you are job searching and would like to list them?

Contact StudenLife@nccc.edu to schedule an individual resume or cover letter review session, or to schedule a mock interview.